



**Government of the District of Columbia
Department of Health**



**PROCEDURES TO OBTAIN A LICENSE TO OPERATE A
HOME CARE AGENCY**

***HEALTH REGULATION & LICENSING ADMINISTRATION
INTERMEDIATE CARE FACILITIES DIVISION***



**Government of the District of Columbia
Department of Health**



**Health Regulation
& Licensing Administration**

Dear Applicant:

Thank you for your interest in joining a provider community dedicated to offering quality services to residents within the District of Columbia. You have embarked on a journey in which your fulfillment rests in knowing your assistance will ensure someone's continued level of independence in their natural residential setting. It is our sincerest hope that your desire to assist these individuals will be a positive and rewarding experience. This brochure provides a step-by-step guide for opening a Home Care Agency. We look forward to a long and lasting working relationship and if you require any further assistance with this process please contact our office on (202)724-8800.

Sincerely,

Sharon H. Mebane

Sharon H. Mebane
Program Manager
Intermediate Care Facilities Division

**An Applicant Must Complete Steps 1 Through 12 To Obtain A License To Operate A
Home Care Agency
(Title 22, DC Municipal Regulations, Chapter 39)**

Step 1: Make application for a Certificate of Occupancy (C of O) at the location listed below:

**Department of Consumer and Regulatory Affairs
Building and Land Regulation Administration
1100 4th Street, SW
Washington, DC 20024**

Note: The C of O must be issued in the name of the perspective operator.

Step 2: Obtain an application form for a Home Care Agency by calling or visiting the location listed below:

**Department of Health
Health Regulation & Licensing Administration
899 North Capitol Street, NE
2nd Floor
(202) 724-8800**

You may also visit our website at www.doh.dc.gov

Step 3: Prior to submitting a licensure application, a Certificate of Need (C of N) must be obtained for the initial licensure process. The certification grants approval for the Home Care Agency to provide skilled professional services. You may apply for the Certificate of Need from the office identified below:

**Department of Health
State Health Planning and Development Agency (SHPDA)
899 North Capitol Street, NE
2nd Floor
(202) 442-5875**

Step 4: Submit a completed licensure application package to the mailing address listed in Step 2.

The required items include:

- Copy of C of O
- Completed notarized application

- License Fee (*check or money order made payable to DC Treasurer*)
- Clean Hand Act Certification form
- Insurance Verification Form (*Applicants are encouraged to have insurance agencies forward the form directly to the licensure agency – mailing address listed in Step 2 above or by fax at (202) 442-9430*)
- An original Certificate of Good Standing, if applicable (*The Certificate can be obtained from the DCRA, Office of Corporations, mailing address listed in Step 1*)
- Certificate of Need

Initial licensure inspection

- Step 5:** The applicant will be notified of the date and time of the initial licensure inspection by the Intermediate Care Facilities Division.
- Step 6:** If deficiencies are identified during the initial licensure inspection, a Statement of Deficiencies and Plan of Correction Report will be prepared and forwarded to the applicant within 10 days of the survey's completion.
- Step 7:** The applicant is required to submit a documented Plan of Correction, within 10 days of the date the Statement of Deficiencies was received, that details how the deficiencies were corrected. The applicant has 30 days from the date of inspection to correct the deficiencies.
- Step 8:** Surveyors may conduct a follow-up visit upon receipt of a Plan of Correction to verify compliance with all laws and regulations, if required.
- Step 9:** If an applicant fails to submit a Plan of Correction or fails to correct the deficiencies within 30 days of receipt of the deficiencies, the application will be denied. If an application is denied, an applicant must reapply.
- Step 10:** If the application is approved, the Intermediate Care Facilities Division shall issue an initial 90-day provisional license. Permission is given at this time to initiate services.
- Step 11:** Surveyors will conduct an unannounced onsite visit prior to the expiration of the provisional license to verify continued compliance.
- Step 12:** If the facility is in full or substantial compliance with the requirements, a regular license for one (1) year will be issued.

An applicant desiring to participate in the Medicaid Program as a Home Health Agency must also complete steps 13 through 19

Step 13: Upon licensure, you may apply for Medicare certification by contacting the Department of Health's, Health Care Facilities Division (see above Step 2).